**Name of company:**

*Craftmark (Singapore) Pte Ltd*

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**Internship title:** *(eg, graphic design and webs intern)*

E-Commerce Intern

**About the company** *(Brief description of organization)*

Established in 1981, the Craftmark Group is in the lifestyle and wellness retail business. Craftmark specialises in leather products and accessories for mens and ladies. Categories include shoes, bags and small leather accessories. Over the past 35 years, the Craftmark Group has been involved in building and growing brands, as well as marketing and managing their distribution in Singapore and Southeast Asia.

Some of the lifestyle fashion brands to which Craftmark holds exclusive distribution rights are Picard from Germany and FX Creations from Hong Kong.

Craftmark’s brand ownership includes Arch Angel Shoes, a unique footwear and foot care retail concept where comfortable yet stylish shoes and footcare accessories are specially curated to meet the foot health needs of people.

**Internship job scope and responsibilities description:**

**E-Commerce Intern**

We are looking for a self-driven, committed and curious individual who is passionate about fashion and E-commerce. The position provides exposure across the E-commerce and digital marketing spectrums. The internship period will be for 3 to 6 months, and the candidate should be able to start work immediately.

Candidates from tertiary institutions who have graduated or are on their term break are welcome to apply.

**Job Descriptions:**

* Working to an agreed plan, ensuring the homepage of the website are regularly updated with new content and fresh visuals
* Preparing and creating image assets for e-commerce and social platforms
* Publishing products for online, providing engaging and sales driven copywriting
* Selecting and uploading product imagery to ensure visual coherency

**Requirements:**

* Experienced in handling DSLR Cameras
* Able to do digital image processing
* Preferably familiar with HTML
* Some experience in videography
* Excellent writing skills
* Great sense of Aesthetic
* Self-driven
* Creative thinker
* Innovative
* Excellent time management skills
* Excellent Team Player

**Pre-requisite from candidate (if any):**

Experienced in handling DSLR Cameras, Able to do digital image processing, Preferably familiar with HTML

**Estimated time frame/period**

*Mid May – Mid August (flexible)*

*Office hours 9:00 a.m. – 6:30 p.m.*

**Allowances if any**

$600 - $1200

**Contact person / email to respond to**

Emma Fung/ [emma.fung@craftmark.com.sg](mailto:emma.fung@craftmark.com.sg)

Sophen Liang/ sophen.liang@craftmark.com.sg

**Any relevant website and links**

<http://craftmark.com.sg/>

**Any other instructions for applicants**

For a better understanding of our programme you may visit the following link:

<http://www.adm.ntu.edu.sg/Programmes/Undergraduate/UndergraduateProgrammes/Undergraduate-Degree/Academic-Year-2011-onwards/Pages/Home.aspx>